



## **Curriculum Leader: International Baccalaureate Primary Years Program (PYP)**

### **Job Description**

#### **General Responsibilities and Duties**

The Curriculum Leader serves as the curricular, instructional, and professional learning leader of the primary school and kindergartens and is responsible for the development of all phases of the Primary Years Programme. Our curriculum is built within, but not limited to, the PYP framework. The Curriculum Leader will assist the school administration in the formulation and execution of planning for and accreditation processes through IB, training staff, and in executing the school's curricular improvement plans. The BKA International School is a vibrant and dynamic community where students, parents and colleagues are seen as partners in learning. Our facilities are world class, our campuses beautiful and our student numbers are growing. We are at an exciting phase of our development, and we welcome applications from empathetic, motivated lifelong learners.

#### **Reporting Accountability**

The Curriculum Leader reports to the School Principal.

#### **Contract terms and conditions**

The Curriculum Leader will be part of the Senior Leadership Team, working 210 days a year and the role includes a teaching component. The exact format of this will be discussed during the interview and will be based upon the skills and attributes of the successful candidate. The position requires flexible hours to accommodate evening meetings and events. The salary will be competitive and depend on experience and qualifications.

#### **Qualifications and Experience**

- Commitment to modelling and promoting the school's vision, mission and guiding statements
- At least 3 years of teaching experience in the PYP
- Ability to establish and maintain effective working relationships with the whole school community
- Ability to lead staff toward instructional improvement and conduct professional learning sessions
- Ability to prioritize, pay attention to detail and meet deadlines
- Demonstrate a high level of commitment and professionalism
- Fluency in both written and spoken English
- Fluency in both written and spoken German (desirable)

**Please apply with your CV and covering letter to [jobs@bkais.ch](mailto:jobs@bkais.ch). The deadline for applications is Monday 19<sup>th</sup> December at 10:00. Early applications are encouraged, applications will be reviewed as they are received, and the position will remain open until filled.**

NB: Candidate's background investigation will be completed prior to final approval of employment.

